



ARIZONA DEPARTMENT OF REAL ESTATE

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At 602.468.1414, ext. 101, or IADA@re.state.az.us to make their needs known.

INSTRUCTOR / OWNER / ADMINISTRATOR UPDATE Form No. ED-108

To update existing approval as a real estate instructor, school owner or administrator, review the information you previously filed with the Arizona Department of Real Estate ("Department"). If more than 60 days have lapsed since your prior approval expired, the Department will no longer have your prior application. Attach additional pages as needed. If you are not currently approved (see the public database at www.azre.gov), do not use this form, instead use the Instructor's Statement of Qualifications, form ED-101, or Owner/Administrator Statement of Qualifications, form ED-106, as applicable, and provide the supporting documentation.

APPLICANT INFORMATION AND CERTIFICATION

Legal Name: _____ Approval #: _____

Mailing Address: _____

City, State ZIP: _____

Telephone: _____ Facsimile (optional): _____ Email (optional): _____

I am an (check all that apply): ☐ Instructor ☐ Owner ☐ Administrator

I have reviewed the information I previously filed with the Department by a real estate school on my behalf.

☐ My contact information has changed.

☐ My qualifications have not changed.

☐ My qualifications have changed as described on the attached sheet and/or as disclosed in response to the Questionnaire (include degrees or designations attained or relinquished).

QUESTIONNAIRE

Review Form No. LI-244, Renewal/Reinstatement Questionnaire, available on the Department's website. If, based on how you would be required to answer the questions on Form LI-244, your qualifications have changed, you must provide a written statement and may be required to provide additional information, to be determined based upon your written statement. Please note that you are required to report changes in your qualifications, including, without limitation, convictions, adverse judgments, disciplinary action against professional licensees you hold, and recovery fund payments. Note that you are required to report some changes in writing within 10 days of the change. A.A.C. R4-28-301 and R4-28-404.

ATTESTATION

By my signature below, I hereby affirm under penalty of perjury under the laws of the State of Arizona that:

- I have reviewed the statutory and rule requirements set forth in A.R.S. Title 32, Chapter 20, and Arizona Administrative Code, Title 4, Chapter 28 (including, without limitation, A.R.S. § 32-2135 and AAC R4-28-401 through R4-28-405). If licensed as an Instructor, Owner or Administrator, I will not violate any provisions of the Real Estate Law nor abuse the privileges of that license.
- In the event of a change in my qualifications, I will provide written notice to the Department as required under AAC R4-28-404 and/or R4-28-301.
- I will ensure that I only issue real estate credit to students who have attended and/or completed an approved real estate course, and only for the credit hours and category of credit for which the Department has approved the course. I acknowledge that issuance of any false certification for real estate course completion is grounds for suspension or withdrawal (revocation) of

APPLICANT NAME: _____ NO.: _____

school certification, instructor approval, and may affect other licenses issued to me or to companies that I own or control.
A.R.S. §§ 32-2135 and 32-2153

- I acknowledge that the Commissioner may investigate the actions of the School and any school owner, administrator, director and instructor acting in behalf of the School, and may at any reasonable time examine the books and records of the School used in connection with offering courses for real estate credit. I will allow for and accommodate the Department's representative to audit or monitor any real estate course which has been approved or for which approval is pending.
- The foregoing answers and statements given in this application and attachments are true and correct to the best of my knowledge and belief. I understand that in the event there has been any misrepresentation or willful omission in this application or in any attachments hereto, any approval that may have been granted is subject to suspension or withdrawal (revocation) at any time.
- I authorize the Department to contact any and all persons who it deems necessary to confirm any information contained in this application and do further authorize any person contacted to release such information.

Applicant's Signature: _____ Date: _____

The School. This portion is to be completed by an authorized representative of the School (1) owned by the Applicant, (2) on whose behalf the Applicant will act as Administrator, or (3) for which the Applicant will teach real estate courses.

School's Legal Name: _____ School Approval #: _____

I have reviewed the instructor's qualifications and credentials and hereby request the Department approve this Applicant as (*check all that apply*): ☐ Instructor ☐ Owner ☐ Administrator at/for this School

If an Instructor, the courses this applicant will teach at the school are:

School Representative: List by approved title and number the courses this Instructor will teach at this School. If the course has been submitted for review or is being submitted with this application and the Department has not approved or denied the course, list the course title and insert the word "New" in the space provided for the course number. Attach a separate page if more space is needed.

COURSE TITLE	ADRE-APPROVED COURSE NUMBER
1 _____	_____
2 _____	_____
3 _____	_____

Owner/Administrator Name: _____ Date: _____

Owner/Administrator Signature: _____

CERTIFICATE OF INSTRUCTOR APPROVAL

(To be completed by Department of Real Estate staff only)

☐ Approved ☐ Denied (*Requires separate letter from authorized Department representative.*)

Approval No. _____ Effective Date: _____ Approval Exp. Date: _____

School No.: _____ Course #s Approved to Teach: _____

Comments: _____

Date: _____ By: _____